



# RECORDS RETENTION SCHEDULE

## **LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT**

### **PUBLIC SAFETY POLICE DEPARTMENT**



Prepared by  
**LOCAL RECORDS BRANCH**  
Public Records Division  
Kentucky Department for Libraries and Archives



# RECORDS RETENTION SCHEDULE

## Signature Page

LEXINGTON/FAYETTE URBAN CO. GOV'T

Agency

PUBLIC SAFETY  
POLICE DEPARTMENT

Unit

September 1999

Schedule Date

Change Date

September 9, 1999

Date Approved by Commission

\*\*\*\*\*

## APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

State Archivist and Records Administrator  
Director, Public Records Division

Date of Approval

Chairman, State Archives and Records Commission

Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Records Analyst/Regional Administrator

Date of Approval

Appraisal Archivist

Date of Approval

State/Local Records Branch Manager

Date of Approval

\*\*\*\*\*

The determination as set forth meets with my approval.

Auditor of Public Accounts

Date of Approval

# RECORDS RETENTION SCHEDULE

A-1

## STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division  
Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Chief of Police

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4831	Department Policies and Procedures (May document the guidelines, regulations & laws by which the law enforcement agency operates and what steps are to be taken to carry them out. These may include all units of the agency from the individual officer to the head of the agency. Personnel regulations may be a part of this as well). (V)	P	Retain 1 copy permanently. Destroy excess copies when updated.
L4832	Annual Report (May contain agency head(chief) message, organizational chart, staff, a section on each bureau, unit or section, uniform crime comparison chart, part one crime statistics, traffic statistics, promotions and retirements). This is primarily a statistical report issued annually for information purposes).	P	Retain 1 copy permanently. Destroy excess copies when updated.
L4833	Orders (General, Special and Training Bulletin) (May include the purpose, policy and procedure relating to subjects whereby an order has been issued). (V)	P	Retain 1 copy permanently. Destroy excess copies when superseded or rescinded.
L4834	Official Correspondence	P	Retain

*C = Confidential Record    I = Indefinite    P = Permanent    V = Vital Record*

# RECORDS RETENTION SCHEDULE

**B-1**

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Planning & Analysis

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4835	Officer's Field Interview Notes (A.K.A. Officer's Field Interviews, Officer's Field Contacts and Field Interviews Cards. This record series may contain juvenile interviews and contacts along with all other field notes. This record series may be used to complete the Officer's Daily Activity Report and as a tracking instrument for the purpose of verifying the officer's location at a given time. May contain suspect's description, date and time encountered and reason for the encounter). (C) KRS 61.878 (a)(k), KRS 610.320, KRS 610.340	2	Destroy
L4836	Juvenile Curfew Report (This record series is used in documenting violations of juvenile curfew laws/ordinances). (C) KRS 610.320 (3)	1	Destroy when subject becomes 18 years of age.
L4837	Weekly Juvenile Curfew Record (C) KRS 610.320 (3)	2 weeks	Destroy
L4838	Monthly Traffic Analysis Report (This report is compiled using the Uniform Police Accident Report(Collision Report) and Complaint and Offense Reports for the month. This report is not completed by all law enforcement agencies. It may contain traffic violations cited, collision information, fatalities, traffic related incidents, alcohol involved collisions, DUI arrest information, selective enforcement unit monthly target locations, traffic activity, roadway/vehicle/pedestrian information).	2	Destroy

# RECORDS RETENTION SCHEDULE

**B-2**

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Planning & Analysis

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4839	Annual Traffic Analysis Report (A.K.A the Annual Traffic Report. This record series is a statistical compilation completed annually. The statistical information is taken from the Monthly Traffic Analysis Report and may include traffic violations cited, collision information, fatalities, traffic related incidents, alcohol involved collisions, DUI arrest information, special traffic programs, selective enforcement unit target locations, traffic activity and roadway/vehicle/pedestrian information).	1	Maintain 1 copy permanently, destroy all others.
L4840	Daily Recap of Reported Crime	2 months	Destroy
L4841	Reported Part I Crime Comparisons	1	Destroy when no longer useful.
L4842	Annual Report for Accreditation (This report is compiled from monthly activity reports and is used to satisfy requirements by CALEA).	P	Retain 1 copy permanently. Destroy excess copies when updated.
L4843	Annual Summary of Arrest Activities	1	Destroy
L5253	Warning Notice (This record documents actions taken by personnel during a motorist stop for any reason).	1	Destroy
L5254	Search Record (This record series documents the events surrounding any search whether it is with a warrant or without. This information may become a part of the case file if action is taken). (C) KRS 17.150	1	Destroy

# RECORDS RETENTION SCHEDULE

C-1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Fiscal Office

**Schedule Date:** September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4844	Overtime Reports	1	Destroy
L4845	Purchase Order File	3	Destroy after audit.
L4846	Asset Forfeitures Monthly Report File (This record series is used to document the monies confiscated from either direct seizing of cash or the auction of confiscated property. This file may contain the court order(federal or state), order of forfeiture, order of confiscation, federal/commonwealth attorney equitable shares, copies of checks, receipt for the case and correspondence with the Kentucky Crime Commission).	5	Destroy after audit.
L4847	Travel Requests	2	Destroy after audit.

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# RECORDS RETENTION SCHEDULE

D-1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Administration & Services

**Schedule Date:** September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4848	Radio Run Tapes (These tapes are used to record all dispatch information whether it be by telephone or radio). (C) KRS 61.878 (1a)	I	Erase and reuse in 60 days.
L4849	Radio Run Cards (This card is used to document the dispatches that come into the law enforcement agency. These may be separated into emergency and non-emergency dispatches). (C) KRS 61.878 (1a)	I	Destroy after entered into CADs.
L4850	NCIC/LINK Teletype Message File (This is information received through the National Crime Information Center (FBI) and is used in the investigative process as well as for informational purposes).	2 months	Destroy
L4851	Emergency Business Locator Card (This record series documents those persons designated to be called after hours in case there is a break-in or fire at a particular business).	I	Destroy when obsolete.
L4852	Soliciting List (This is a list of persons soliciting door to door in an agency's jurisdiction. This may be used in the investigative process and assists the agency in tracking those persons that have legally applied to solicit).	I	Destroy when obsolete.
L4853	Record of Arrests (Cards, Book or File) (V)	I	Destroy felony file 50 years after arrest.

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# RECORDS RETENTION SCHEDULE

D-2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Administration & Services

**Schedule Date:** December 10, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4854	Uniform Crime Monthly Report (A.K.A. Uniform Offense Report and Monthly Return of Offenses Known to the Police. This record series is used to document statistically, Part I Crimes(rape, murder, homicide, manslaughter, assault, burglary, auto theft, arson, robbery, larceny and theft) and report these to either the Kentucky State Police or directly to the Federal Bureau of Investigation. Used in combination with other reporting law enforcement agencies to identify areas of concern and for comparison with the rest of the country).	2	Destroy
L4855	Uniform Police Traffic Accident Report (A.K.A. the Uniform Collision Report or Collision Report). (V)	3	Destroy
L4856	Uniform Citation File (This record series is used by all peace officers in the Commonwealth for all violations of the traffic laws and for all felonies, misdemeanors and violations). (C) KRS 61.878 (1a) (V)	2	Maintain the current year and previous year and destroy all others.
L4857	Complaint and Offense Report (A.K.A. Incident Report and General Investigative Report and is used to document complaints and to begin the investigative process. May include all types of investigations, both felony and misdemeanor). (C) 61.878 (V)	3	Destroy
L4858	DUI Case File (This record series is basically a field report completed when a DUI stop or arrest is made. Also included in this file may be the intoxilyzer test results and booking information), (C) 17.150 (2) (V)	5	Destroy

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# RECORDS RETENTION SCHEDULE

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## STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division  
Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Administration & Services

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4859	Criminal History Jackets(I.D. Jackets) (This record series documents an individual's felony criminal history and may include the offender index, adult case summary(history of arrests), fingerprints, photos(mug shots), F.B.I. Information(rap sheet), final disposition sheet, other agency abstracts, correction's information, notice of transfer or parole and alias file). (C) KRS 17.150 (4) (V)	50	Destroy
L4860	Criminal History Index File (C) KRS 17.150 (4) (V)	50	Destroy
L4861	Report of Payroll Hours (V)	2	Destroy after audit.
L4862	Daily Attendance Report (A.K.A. the Time Sheet and Daily Attendance Roster). (V)	2	Destroy after audit.
L4863	Time Recording Book	3	Destroy after audit.
L4864	Time Cards (V)	3	Destroy after audit.
L4865	Master Time Record Book (This record series has been closed since 1991 and is no longer being used and would only have a retention time of 3 years if it were still being created). Closed Date: 12/1/91	0	Destroy

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# RECORDS RETENTION SCHEDULE

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## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Administration & Services

**Schedule Date:** September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4866	Personnel File (May include the application, employment, education verification, employee orientation, job classification and payment records, employee no., badge no., performance evaluations, awards given, commendations, disciplinary actions, personnel change forms, resignations, retirement information, worker's compensation information, complied vacation and sick leave reports, attendance reports, exit interview checklist, and correspondence. This record series is used as the master file to document the employment history of an individual). (C) KRS 61.878 (1a) (V)	I	Destroy 70 years from date first employed.
L4867	Personnel Training Record File (This record series documents the mandatory and voluntary training of law enforcement officers. Usually the information is transferred to the Official Personnel File). (C) KRS 61.878	I	Destroy 70 years from date first employed.
L4868	Testing/Training Material (This record series is used as a reference and is only needed while valid).	I	Destroy when obsolete.
L4869	Grant Files - Federal and State (This record series documents the application/administration process for state and federal grants. Used primarily to apply for funds for overtime pay). (V)	I	Destroy 5 years after submission of final report.
L4870	Motor Vehicle Impoundment Record (This record series is used to document the process whereby a vehicle is impounded(towed), for what purpose it was impounded, and the disposition of the vehicle).	1	Destroy

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# RECORDS RETENTION SCHEDULE

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## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Administration & Services

**Schedule Date:** September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4871	Vehicle Maintenance File (This record series is used to document repairs(mechanical or body work), routine maintenance, accidents involving the vehicle and cost statistics for the everyday usage of the vehicle).	I	Destroy 5 years after the vehicle is no longer in service.

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# RECORDS RETENTION SCHEDULE

E-1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Community Services

**Schedule Date:** September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4872	Drug and Alcohol Related Education (D.A.R.E.) Program Participation Files (This record series is used to document participation in the D.A.R.E. program by the law enforcement agency and students/schools. May contain the parent letter(to be signed by the parent/guardian giving permission to participate in the program, census form)detailing each D.A.R.E. session, including the names of principals and classroom teachers, when and where the session took place, directory information and the signatures of the school principal and D.A.R.E. officer) and participants evaluations of the session. This file may also include a yearly report of all sessions held).	I	Retain the parent permission letter until student(class) graduates, then destroy. Destroy all other documents in 2 years.
L4873	Crime Prevention Program File (This record series may contain the Program/Meeting Report completed by the officer(s) conducting the neighborhood or group meeting, Quarterly Report listing of neighborhood/group meetings held and a summary of each, Citizen Surveys with feedback from community, Catch Program for vehicle identification {Vehicle Identification Verification Form}, Business Security Surveys including a Monthly Report and Residential Security Surveys).	5	Destroy
L4874	Citizen Police Academy Program File (This record series may contain the citizen's application, criminal history check authorization and program information).	5	Destroy
L4875	Police Activities League (PAL) Monthly Report Summary	5	Destroy



# RECORDS RETENTION SCHEDULE

E-2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Community Services

**Schedule Date:** September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4876	Crime Free Multi - Housing Program File (May contain the application for volunteer participation, release, waiver of right to carry firearm, authority to release information, and informational material).	I	Destroy 2 years after program's termination.
L4877	Security Surveys (Business & Home)	I	Destroy when obsolete or superseded.
L4878	Deposit of Funds Collected (These are funds collected through the Cetch Program).	3	Destroy after audit.
L4879	Extra Patrol Request	2	Destroy
L4880	Trigger Lock Program File (May contain the general release and firearms safety guidelines).	P	Retain

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# RECORDS RETENTION SCHEDULE

F-1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Traffic

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4881	Traffic Serious Injury Case(Collision) File (This record series documents the criminal investigation of an accident and also use by the parties involved for civil actions. This file may contain the Uniform Police Accident Report, witness statements, field investigation notes, audio/video material, photographs and drawings). (V)	I	Destroy 5 years after close of the case file.
L4882	Traffic Fatality Case File (This record series may be used for criminal investigations, civil actions brought by parties involved and to study traffic fatality trends (when, where, how many accidents, etc.). This file may contain the Uniform Police Accident Report, witness statements, field investigative notes, audio/video material, photographs and drawings). (V)	I	Destroy 10 years after close of case file.
L4883	Traffic Property Damage Hit and Run File (This record series is used to document hit and run traffic accidents resulting in property damage. This file is maintained to provide investigative support and support for legal proceedings. This file may contain the Uniform Police Accident Report, witness statements, copy of citation, photographs, supplement to accident report and resolution of the case). (V)	3	Destroy
L4884	Citizen Complaint File - Traffic (This record series documents complaints from citizens concerning possible traffic hazards. This may result in extra patrols of areas.)	2	Destroy

# RECORDS RETENTION SCHEDULE

G-1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Investigation

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4885	Felony Investigation Case File (This record series includes open, suspended, closed, active and inactive felony investigation files. The felony crimes investigated include homicide and other death investigations, robbery, assault, rape, burglary, larceny, arson, auto theft and manslaughter. The individual files may contain the assignment log, complaint report, arrest report/citation, case synopsis report, coroner's report, autopsy report, cassette tape log, victim information, victim statement, witness list/information/statements, suspect information, suspect statements, investigative notes, field notes, evidence log/reports, lab requests/results, photos, diagrams, search warrants, vehicle information, photo line-ups, neighbor hood investigation, correspondence, police bulletins, news releases, lead sheet reports, criminal history data, subpoenas and prosecution reports). (C) KRS 17.150 (2) (V)	50	Destroy
L4886	Investigations other than Felonies File (This record series includes open, closed, suspended, active and inactive investigative files for misdemeanors, violations and citations that are not felonies. Each file may include a copy of the uniform offense report, uniform citation report, the investigative report, evidence, photos of crime scenes, photos of suspects, interviews, statements from victims/witnesses/suspects, audio and video tapes, arrest warrants, fingerprints, lab information, criminal history information, correspondence, subpoenas, citations, pleas, sentences and prosecution data). (C) KRS 17.150 (2)	5	Destroy

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# RECORDS RETENTION SCHEDULE

G-2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Investigation

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4887	Fingerprint File ( Includes the Index to Fingerprint File. This record series documents the fingerprints of those persons arrested by a law enforcement agency. These are maintained by that agency with copies sent to the F.B.I. and the Kentucky State Police. In some areas this process is now completed at the time of booking by the jail. In the past this may have been done by the law enforcement agency. This file is maintained by the law enforcement agency with jurisdiction in the case). (C) 17.150 (2)(4)	50	Destroy
L4888	Fingerprint Card File (This record series is only for those subjects where disposition is either dismissal or another agency has jurisdiction in the case). (C) KRS 17.150 (2)(4)	I	Destroy 5 years after last entry.
L4889	Crime Scene Photograph File (The photographs may be maintained in a file by themselves but are usually placed in the investigative file). (C) KRS 17.150 (2) and KRS 61.878 (h)	10	Destroy
L4890	Latent Prints File (This record series is used in the investigative process and may be maintained in a file by itself or in a criminal investigation file or a missing person file). (C) KRS 17.150 (2) (V)	I	Destroy 5 years after close of case.
L4891	Identification Card File (A.K.A. Criminal I.D. File and is used as a finding aid for the criminal histories and documents the fingerprinting data). (C) KRS 17.150 (2) and KRS 61.878 (h)	50	Destroy

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# RECORDS RETENTION SCHEDULE

G-3

## STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division  
Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Investigation

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4892	Property/Evidence Record File (A.K.A Property Evidence Book, Property/Evidence Disposition File and Master List of Property and Evidence. This is an inventory and tracking system of the property and evidence seized during an investigation and documents the method of disposition. The disposition of the property and evidence may be by destruction, auction, forfeiture or be returned to the owner. It may become an exhibit in a court case where upon it will remain with the case file. The format for maintaining this record may be either manual or electronic. This file may contain the following:(1) Property and Evidence Record Form (2) Supplement Property and Evidence Record Form (3) Property/Evidence Disposition Form (4) Property Report of Court Evidence (5) Card File of Active Evidence (6) Evidence Release Form (7) Property Receipts (8) Disposition (evidence slips) (Evidence Checkout), Also may contain the property record #, suspect name, address, source of property, date of entry, date of release, released by, property description and arresting officer along with the case #, offense, case officer, badge #, booking officer, badge #, owner/victim name and address, location found, found by, bar coding for each item. Additional records may include firearms log/list, money log/list and narcotics list). (V)	I	Destroy 3 years after final disposition of the property/evidence.
L4893	Mug Photographs(Shots) File (This may be included in the Criminal History Jackets). (C) KRS 17.150 (2)(4)	50	Destroy
L4894	Alcoholic Beverage Control (ABC) Investigation File (This record series is used in the investigation of businesses selling alcoholic beverages and may result in arrests or citations being given).	I	Destroy 5 years after going out of business.

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# RECORDS RETENTION SCHEDULE

G-4

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Investigation

**Schedule Date:** September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4895	Juvenile Investigation Case Files (May contain the Alphabetical Index, Alias File, Juvenile Wanted Persons File and the Contacts/Field Interviews. This record series documents the process of investigation when a juvenile is involved). (C) KRS 610.320 (3) (V)	I	Destroy when subject becomes 23 years of age.
L4896	Juvenile Arrest File/Juvenile Arrest Form (May include the Juvenile Arrest Record Card, Juvenile Case Summary and Juvenile Arrest Book. This record series documents the initial arrest investigative information and may be filed with the Juvenile Case File). (C) KRS 610.320 (V)	I	Destroy when subject becomes 23 years of age.
L4897	Juvenile Order to take into Custody File (May contain the Juvenile Emergency Custody Order (AOC-JV-22), Order to take a juvenile into Custody (AOC-JV-32) and Juvenile Complaint or Petition (AOC-JV-1). (C) KRS 610.320 (3)	1	Destroy
L4898	Child Abuse, Adult Abuse and Domestic Abuse Case File ( This record series documents investigations concerning domestic violence/abuse, physical abuse, neglect(adult), physical abuse/neglect(child), sexual abuse/exploitation(child), neglect by caretaker, exploitation(adult), sexual offenses(spouse) and may contain the Child Abuse, Adult Abuse, and Domestic Abuse Standard Report, Crimes Against Children Risk Report, Confidential Suspected Abuse/Neglect, Dependency or Exploitation Reporting Form, Complaint and Offense Report and support documentation). (C) (V)	50	Destroy

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# RECORDS RETENTION SCHEDULE

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## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Investigation

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4899	Domestic Violence Log (This record series is used to summarize the service (delivery) of a domestic violence summons, domestic violence order or a domestic violence emergency protective order by the law enforcement agency with jurisdiction in the locale of the petitioner. Provides reference at a glance to police department that the above named documents have been delivered, when they are effective and when they expire. Basically an administrative control document for the law enforcement agency and its communication center. Used in carrying out the requirements of KRS Chapter 403 relating to domestic violence). (V)	2	Destroy
L4900	Domestic Violence Protective Orders File (This record series is used to document the service (delivery) of a domestic violence protective order, domestic violence emergency protective order or domestic violence summons by the law enforcement agency with jurisdiction in the locale of the residence of the petitioner. May include Domestic Violence Petition (AOC 275.1); Domestic Violence Summons (AOC 275); Domestic Violence Emergency Protective Order (AOC 275.2) and a Domestic Violence Order (AOC 275.3) all of which contain a case number, court, county, names and addresses of petitioners and respondents, description of the domestic violence, date and location of court appearance, proof service, signature line, content of order, judge's signature and date). (V)	I	Destroy 30 days after expiration of order.

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# RECORDS RETENTION SCHEDULE

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## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Bureau of Investigation

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4901	Missing Person Report (This record series is used to document those persons, both juvenile and adult, who have been determined to be missing. The information concerning juveniles is transmitted to the Kentucky State Police Missing Child Information Center. The report of adult missing persons may be maintained as an investigative file). (C) KRS 610.320 (3)/KRS 61.878 (1)(h) (V)	I	Destroy after closing of the case or transfer to felony investigation file.
L4902	Taxi License Application File (This record series may contain the application, photos of the subject, copy of permit, criminal history, driving record, authority to release information, receipt for permit, occupational license receipt, medical examination certificate and copy of driver's license). (C) KRS 61.878 (1a)	I	Destroy 3 years after termination of employment.
L4903	Pawn Shop Ticket(Slip) File (This record series is used primarily as an investigative tool in tracking stolen property).	2	Destroy
L4904	Report of Information (Narcotics/Vice) (This record series is a report form used to document information gathered, concerning narcotics or vice violations and is used to start an investigation if warranted. The information is collected through tips, informants, citizens and law enforcement officers). (C) KRS 17.150 (2) (V)	I	Destroy after investigation is stopped or place with appropriate case file if further investigation is warranted.

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# RECORDS RETENTION SCHEDULE

H-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY

Police Department

Bureau of Internal Affairs

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4905	Complaints/Internal Investigation File (C) 17.150 (2) (V)	1	Destroy 3 years after termination of employment.
L4907	Use of Force Form/File (This record series is used to document incidents where there has been a use of force by an officer. This information may result in a change in training, to track a pattern of abuse, for legal use and may result in an internal investigation. This file may include officer information, suspect information, general information, supervisor information and statements from witnesses, suspect, officer and supervisor). (C) 61.878 (h)	5	Destroy
L4908	Vehicle Pursuit Form/File (This record series documents those incidents where vehicle pursuit of a suspect takes place. This is used as documentation in case there is personal injury or property damage involved). (C) 61.878 (h)	5	Destroy

# RECORDS RETENTION SCHEDULE

J-1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Common Records

Schedule Date: September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4909	General Correspondence	I	Destroy when no longer useful.
L4910	Officer's Daily Activity Report (A.K.A. Daily Detail Assignment Record. This record series is submitted by each law enforcement officer for the purpose of documenting all official duties during a given day. All officers from every unit and section submit these which may become a part of the Monthly Activity Report).	1	Destroy
L4911	Monthly Activity Reports (This record series is used to document activity within each bureau, unit or section of the law enforcement agency. May be compiled from the daily activity reports and other statistical data. This is a statistical report which also may be used in the preparation of the annual report. The information is used to formulate new strategies for the agency such as how to use their personnel in a more efficient way to monitor progress toward goals and objectives. This series contains the number of felony and misdemeanor arrests, active investigations, traffic citations issued, standing violations issued, warrants served, juvenile arrests, drug arrests, dui arrests, arrests where firearm encountered, firearms booked as evidence, total dispatches, 911 calls, off-duty responses, part I crimes assigned, part I crimes cleared, overall clearance rate, assets awarded by court, use of force reports, formal and informal complaints, community service programs, number of employees(by classification) by month, actual part I crimes, total fatalities, total of all citations issued).	2	Destroy
L4912	Fiscal Request	2	Destroy
L4913	Orders (General, Special and Training Bulletin), Duplicates	I	Destroy when superseded or rescinded.

*C = Confidential Record    I = Indefinite    P = Permanent    V = Vital Record*

# RECORDS RETENTION SCHEDULE

J-2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

LEXINGTON/FAYETTE URBAN COUNTY GOVERNMENT -  
PUBLIC SAFETY  
Police Department  
Common Records

**Schedule Date:** September 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4914	Informational and Reference Material	I	Destroy when no longer useful.

*C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record*

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